documents?

Biennial Survey of Depository Libraries, 2005

I have reviewed my library's profile information on the previous page, and: C All the information is correct. C Some of the information is incorrect, and the corrections were submitted to GPO using the Depository Directory Form on the previous page.
Depository library number:
Enter your INTERNAL password:
Enter your email address:
(Please enter your e-mail address to receive confirmation of your Biennial Survey response)
1a. Do you want to remain in the Federal Depository Library Program? O Yes O No
If you answered "No," please contact the GPO Customer Contact Center and choose "Federal Depository Libraries" as the category and "Depository Designation Status" as the subcategory.
1b. Is the library in the process of reconsidering depository status? ○ Yes ○ No
COLLECTION DEVELOPMENT
2. How many cataloged and uncataloged items are in your library system? Include Federal depository and non-depository materials, all formats, and collections and libraries under the purview of your library director. © less than 250,000 © 250,000 - 1,000,000 © more than 1,000,000
3. Depository's selection rate (as a percentage) from Item Lister ?
(Round off to higher whole number, e.g., 28.91 is rounded to 29.)
4. Do you have a written collection development policy for U.S. Government depository

YES and revised within the last five years?YES but NOT revised within the last five years?NO
 5. Are Federal depository documents integrated into the library's main collection? All Most Some None
5a. Are any Federal depository documents housed in a location separate from the majority of the depository collection (e.g., titles sent to reference, periodicals, etc.)? O Yes No
5b. If YES, what percentage do you estimate is in remote storage? (for none, choose 0)
6. Are you substituting any official online resources (http://www.access.gpo.gov/su_docs/fdlp/coll-dev/subguide.html) for tangible depository materials? O Yes No
BIBLIOGRAPHIC CONTROL
7. Do you provide piece-level records for ALL depository receipts? O Yes O No
8. Is your shelflist for the depository collection (Check all that apply): Part of an integrated library system PC-based Card-based Other (specify)
9. Is the processing of depository receipts integrated into the processing unit for other library materials? O Yes No
MAINTENANCE
10. Are written binding and replacement policies in place for depository materials?YesNo
11. Does the library have a disaster plan in which the Federal depository collection is included?YesNo

12. The depository collection is weeded: Regularly Irregularly Never
13. Are documents included in the library's major preservation and conservation activities (e.g., binding, encapsulating, materials moved to climate controlled areas)?YesNo
14. Is the majority of the print depository collection arranged using the SuDocs classification? ○ Yes ○ No
HUMAN RESOURCES
15. Number of FTE (full time equivalencies) staff devoted to Federal depository operations (e.g., based on a 40-hour work week, if four librarians spend 100 hours per week on depository activities, report 2.5 FTE for librarians): NOTE: For this question 15, please fill in EACH block below, even if only to answer 0.
15a. Librarians, Full Time Equivalent(FTE)
15b. Support Staff, Full Time Equivalent(FTE) ▼
15c. Other (students, volunteers, etc.), Full Time Equivalent(FTE)
15d. Has your library's depository staffing decreased in recent years? ○ Yes ○ No
If the answer to 15d. above is YES, please answer the following (15e - 15h):
15e. Budget constraints are limiting staffing © True © False
15f. Cross training of staff allows us to function with less full time documents staff ○ True ○ False
15g. An increase in Web/electronic publications means we need less staff for processing and other related functions for tangible depository collections. © True © False
15h. Other. Specify

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16. Is the depository operation an independently administered unit (i.e., responsible for procedures and policies)? O Yes No
16a. If "No," with which area(s) is documents most closely associated? ☐ Acquisitions ☐ Administration ☐ Cataloging ☐ Reference ☐ Special Collections ☐ Subject Collection (e.g., business, social sciences) ☐ Other ☐
16b. Was your library's documents department consolidated with other library departments? O Yes No
 16c. If Yes to 16b. above, check all the reasons that apply: □ Buget/staffing constraints moved us to consolidate departments in the library. □ We consolidated documents into another areas so as to spread documents expertise across a broader cross section of the library staff. □ The increasing Web/electronic nature of the FDLP meant we felt we didn't need a seperate document unit but could sucessfully incorporate it into another library department. □ Other. Specify □
17. Does the library administration budget for attendance at meetings and continuing education activities for professional staff? (Check all that apply) Local State National Regional Does not support Other (specify)
18. Does the library administration budget for attendance at meetings and continuing education activities for support staff? (Check all that apply) □ Local □ State □ National □ Regional □ Does not support □ Other (specify)
PHYSICAL FACILITIES
19. Since the 2003 Biennial Survey, has any construction, remodeling, or relocation affected the depository operation? O Yes O No

20. Are there any barriers to depository resources (print and electronic) for persons with disabilities? O YES, to all resources O YES, to some resources O NO
20a. If Yes, what specific barriers exist? Check/enter all that apply: □ Difficult access into the building (lack of or inadequate ramp, handicapped doors, etc.) □ Difficult Access to depository collection is the library, i.e. no elevator to documents collection(s) □ Stack aisles are too narrow for wheel chair access □ Insufficient or no computer workstations, at which FDLP materials can be accessed, that are adequate for wheelchair/handicapped access. □ Insufficient or no computer workstations, at which FDLP materials can be accessed, that have text reading and and/or other similar screen reading capabilities. □ Library computer screens/Web pages, etc., that can include depository materials, have 508 compliance problems (the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973). □ Other - Specify
21. At current selection rates and with regular collection maintenance, are there five years of growth room for the following depository formats?
21a Print © Yes © No
21b Microfiche © Yes © No
21c CD-ROMs/DVDs © Yes © No
21d Maps © Yes © No
22a. Does the library have wireless (WiFi) access to the Internet? O Yes No
22b. Does the library meet the "2005 Minimum Technical Requirements for Public Access Workstations in Federal Depository Libraries," (http://www.access.gpo.gov/su_docs/fdlp/computers/mtr.html) ? © Yes © No
23. Does the library have computer equipment for the physically challenged that uses assistive

technologies (hardware or software)?

○ Yes ○ No
24a. YES, Depository CD-ROMs are currently accessible via (Check all that apply): ☐ Stand alone workstation(s) ☐ Library-wide LAN ☐ Wide Area Network (WAN), beyond the library (i.e., campus wide) ☐ Internet ☐ Circulation to patrons
24b. NO Depository CD-ROMs are not available - NOTE: DON'T answer here if you answered YES above for 24a): □ We have CD-ROM capability, but we do not select depository CDs □ We select depository CDs, but we do not have CD-ROM capability □ We do not have CD-ROM capability nor do we select depository CDs
24c. YES, Depository DVDs are currently accessible via (Check all that apply): ☐ Stand alone workstation(s) ☐ Library-wide LAN ☐ Wide Area Network (WAN), beyond the library (i.e., campus wide) ☐ Internet ☐ Circulation to patrons
24d. NO Depository DVDs are not available - NOTE: DON'T answer here if you answered YES above for 24c): ☐ We have DVD capability, but we do not select depository DVDs ☐ We select depository DVDs, but we do not have DVD capability ☐ We do not have DVD capability nor do we select depository DVDs
PUBLIC SERVICE
25. How many hours per week is the library open? (Round off to next full hour.)
26. How many hours per week is there professional level assistance (not necessarily by librarians) at the reference desk that services the depository collection? (Round off to next full hour.)
27. Is there a service desk for the depository collection that is maintained separately from the library's main reference desk? O YES, and staffing (hours and level) comparable to that of the main reference desk O YES, but staffing (hours and level) not comparable to that of the main reference desk O NO
28. Does your library have a written access policy for the depository collection? ○ Yes ○ No
28a. Does your library require an ID to: ☐ Enter the library ☐ Use depository documents

☐ Neither of the above
29. Does your library have a written policy regarding public services for Government information in electronic formats? (http://www.access.gpo.gov/su_docs/fdlp/mgt/pseguide.html)
30a. Does your library have a written policy for FDLP Internet use? (http://www.access.gpo.gov/su_docs/fdlp/mgt/iupolicy.html) O Yes No
30b. Does your library use filtering or blocking software on the public access workstations? ○ Yes ○ No
30c. Does your library have the ability to turn-off, or work around filtering/blocking software when patrons are doing research or need to use Federal Government information on the Web? O YES NO N/A
31. What type of catalog does your library have? (Check all that apply.) ☐ Card catalog ☐ Text-based online catalog ☐ Web-based online catalog ☐ Other (specify)
32. Are any U.S. depository documents included in the library's catalog? O Yes O No
32a. If "YES," What percent of current depository receipts are included in the library's catalog?
32b. If "YES," Do you use: (Check all that apply) ☐ Cataloging record loads ☐ Original/copy cataloging
33. What library system do you currently use? © Endeavor: Voyager © Ex Libris: Aleph © Geac: ADVANCE © Geac: PLUS © Geac: Vubis Smart © Innovative Interfaces, Inc. (III): Millennium © Innovative Interfaces, Inc. (III): Innopac © SirsiDynix: Dynix © SirsiDynix: Horizon

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© SirsiDynix: NOTIS LMS
SirsiDynix: Unicorn
The Library Corporation (TLC): Library.Solution
The Library Corporation (TLC): CARL.Solution
© VTLS: Classic
O VTLS: Virtua
© None
Other (specify):
34. Are you planning to migrate to a new system within the next two years? Yes
O No
35. Are records for Internet-accessible electronic Federal Government information products included in your library's catalog? (Select ONE best answer)
• YES, and interface supports active hyperlinking capability
• YES, though multiple interfaces are offered and not all support active hyperlinking capability
YES, BUT interface does not support active hyperlinking capability
O YES, BUT the library made a policy decision not to link
O NO
36. How are the library staff (depository and nondepository staff) regularly made aware of new Federal Government information products, services, and resources? (Check all that apply) Announcements from Administrative Notes routed Regular staff meetings E-mail Blog(s)[i.e. see http://dlcvisionoutline.blogspot.com] RSS [definition] Intranet Demonstrations Help guides created Hands-on training sessions No regular program Other (specify)
37. Is the library's catalog available via (Check all that apply): ☐ Dial-in access ☐ Internet ☐ Network with other libraries ☐ Not applicable
38. The library's promotion (e.g., flyers, newspaper articles, etc.) of the depository to the general public can best be described as: Active, on-going promotion to the general public Infrequent promotion to the general public No promotion to the general public

39. On average, how many incidents of use are there of the depository collections or services each

week (including all incidents of use, i.e., in person, phone, fax, e-mail, PURL referral count, etc., but NOT Web site hit count)? You may choose a typical week to sample. This refers to the number of people using depository materials, not the number of people who enter the library.
39a. Has the library signed up for the Statistical Information Request from GPO? This report allows your library to obtain statistical data on on the number of hits to GPO Access from your library OPAC (see http://www.access.gpo.gov/su_docs/fdlp/tools/ldirect.html#2). O Yes O No
40. Has your library conducted user surveys or other studies to determine the quality of depository services? O Yes No
41. Does your library receive Federal funds for technology related purposes? (Check all that apply) □ LSTA □ IMLS □ ESEA □ N/A - Do NOT receive the above funds □ Other (specify)
COOPERATIVE EFFORTS
 42. Is your Federal depository operation governed by a State Plan for providing government information services, including such elements as interlibrary cooperation, advisory group, coordination of training, etc? YES, and the Plan has been revised within the last five years. YES, BUT the Plan has NOT been revised within the last five years. Don't know NO
43. Do you use the FDLP Desktop? (http://www.access.gpo.gov/su_docs/fdlp/index.html) YES NO, Did not know about it NO, Know about, but not how to use it NO, Not useful the subject matter or service is not something that is needed in my day-to-day library work. NO, Not useful it may be a useful service, but I found it too difficult to use, time consuming, or too confusing to use. NO, Not useful other. Specify:
44. Do you use the CRM System/GPO Customer Contact Center Help Service? (http://www.gpoaccess.gov/help/index.html) YES NO, Did not know about it NO, Know about, but not how to use it NO, Not useful the subject matter or service is not something that is needed in my

day-to-day library work.
O NO, Not useful it may be a useful service, but I found it too difficult to use, time
consuming, or too confusing to use.
O NO, Not useful other. Specify:
45. Do you use the Documents Data Miner II ?
(http://govdoc.wichita.edu/ddm2/)
O YES
○ NO , Did not know about it
O NO, Know about, but not how to use it
NO , Not useful the subject matter or service is not something that is needed in my day-to-day library work.
NO, Not useful it may be a useful service, but I found it too difficult to use, time
consuming, or too confusing to use.
O NO, Not useful other. Specify:
46. Do you use the Resources for Federal Depository Library Directors?
(http://www.access.gpo.gov/su docs/fdlp/directors/index.html)
© YES
O NO, Did not know about it
NO, Know about, but not how to use it
NO, Not useful the subject matter or service is not something that is needed in my
day-to-day library work.
NO, Not useful it may be a useful service, but I found it too difficult to use, time
consuming, or too confusing to use.
O NO, Not useful other. Specify:
47. Do you use the Enhanced Shipping List Service?
(http://www.access.gpo.gov/su_docs/fdlp/tools/sl/index.html)
OYES
O NO, Did not know about it
NO, Know about, but not how to use it
O NO, Not useful the subject matter or service is not something that is needed in my
day-to-day library work.
O NO, Not useful it may be a useful service, but I found it too difficult to use, time
consuming, or too confusing to use.
NO, Not useful other. Specify:
48. Do you use the Federal Bulletin Board?
(http://fedbbs.access.gpo.gov/)
O YES
O NO , Did not know about it
O NO, Know about, but not how to use it
O NO, Not useful the subject matter or service is not something that is needed in my
day-to-day library work.
NO, Not useful it may be a useful service, but I found it too difficult to use, time
consuming, or too confusing to use.
O NO, Not useful other. Specify:

49. Do you use the New Electronic Titles (NET)?
(http://www.access.gpo.gov/su_docs/locators/net/index.html)
O YES
NO, Did not know about it
NO, Know about, but not how to use it
O NO, Not useful the subject matter or service is not something that is needed in my
day-to-day library work.
O NO, Not useful it may be a useful service, but I found it too difficult to use, time
consuming, or too confusing to use.
O NO, Not useful other. Specify:
50. Do you use the Government Information Locator Service (GILS) via GPO Access?
(http://www.access.gpo.gov/su_docs/gils/index.html)
O YES
NO, Did not know about it
NO, Know about, but not how to use it
NO, Not useful the subject matter or service is not something that is needed in my
day-to-day library work.
NO, Not useful it may be a useful service, but I found it too difficult to use, time
consuming, or too confusing to use.
NO, Not useful other. Specify:
51. Do you use the GPO Access Databases?
(http://www.gpoaccess.gov/multidb.html)
O YES
· · · · · · · · · · · · · · · · · · ·
(2) NOT THE ROW Should It
NO, Did not know about it
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NO, Know about, but not how to use it NO, Not useful the subject matter or service is not something that is needed in my
○ NO, Know about, but not how to use it ○ NO, Not useful the subject matter or service is not something that is needed in my day-to-day library work.
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 NO, Know about, but not how to use it NO, Not useful the subject matter or service is not something that is needed in my day-to-day library work. NO, Not useful it may be a useful service, but I found it too difficult to use, time consuming, or too confusing to use. NO, Not useful other. Specify: 52. Do you use the Catalog of U.S. Government Publications (CGP)? (http://www.gpoaccess.gov/cgp/index.html)
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 NO, Know about, but not how to use it NO, Not useful the subject matter or service is not something that is needed in my day-to-day library work. NO, Not useful it may be a useful service, but I found it too difficult to use, time consuming, or too confusing to use. NO, Not useful other. Specify: 52. Do you use the Catalog of U.S. Government Publications (CGP)? (http://www.gpoaccess.gov/cgp/index.html) YES NO, Did not know about it NO, Know about, but not how to use it NO, Not useful the subject matter or service is not something that is needed in my day-to-day library work. NO, Not useful it may be a useful service, but I found it too difficult to use, time consuming, or too confusing to use. NO, Not useful other. Specify: 53. Do you use the Browse Topics? (http://www.gpoaccess.gov/topics/index.html)
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NO, Not useful the subject matter or service is not something that is needed in my
day-to-day library work.
NO, Not useful it may be a useful service, but I found it too difficult to use, time consuming, or too confusing to use.
NO, Not useful other. Specify:
rve, rve userur emer. speeriy.
54. Do you use the Federal Agency Internet Sites?
(http://www.gpoaccess.gov/agencies.html)
O YES O NO. Did not be one it
NO, Did not know about it NO, Know about, but not how to use it
NO, Not useful the subject matter or service is not something that is needed in my
day-to-day library work.
NO, Not useful it may be a useful service, but I found it too difficult to use, time
consuming, or too confusing to use.
NO, Not useful other. Specify:
55. Do you use the U.S. Government Online Bookstore?
(http://bookstore.gpo.gov/)
OYES
NO, Did not know about it
NO, Know about, but not how to use it
NO, Not useful the subject matter or service is not something that is needed in my
day-to-day library work. NO, Not useful it may be a useful service, but I found it too difficult to use, time
consuming, or too confusing to use.
NO, Not useful other. Specify:
56 Da you was the Needs and Offens List?
56. Do you use the Needs and Offers List ? (http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html)
© YES
NO, Did not know about it
NO, Know about, but not how to use it
O NO, Not useful the subject matter or service is not something that is needed in my
day-to-day library work.
NO, Not useful it may be a useful service, but I found it too difficult to use, time
consuming, or too confusing to use. NO, Not useful other. Specify:
o 110, 110t userur other. Speerry.
57. Do you use the Ben's Guide to U.S. Government?
(http://bensguide.gpo.gov)
O YES
NO, Did not know about it NO, Know about, but not how to use it
NO, Not useful the subject matter or service is not something that is needed in my
day-to-day library work.
NO, Not useful it may be a useful service, but I found it too difficult to use, time
consuming, or too confusing to use.
NO, Not useful other. Specify:

58. Do you use the FDLP Announcement Service (FDLP-L) ? (http://www.access.gpo.gov/su_docs/fdlp/tools/fdlplist.html)
© YES
NO, Did not know about it
NO, Know about, but not how to use it
NO, Not useful the subject matter or service is not something that is needed in my
day-to-day library work.
O NO, Not useful it may be a useful service, but I found it too difficult to use, time
consuming, or too confusing to use.
NO, Not useful other. Specify:
59. Do you use the Free Depository Library Promotional Materials Order Form?
(http://www.access.gpo.gov/su_docs/fdlp/pr/order.html) O YES
O NO, Did not know about it
○ NO, Know about, but not how to use it
O NO, Not useful the subject matter or service is not something that is needed in my
day-to-day library work.
NO, Not useful it may be a useful service, but I found it too difficult to use, time
consuming, or too confusing to use.
NO, Not useful other. Specify:
60. Does your library director subscribe to the Directors Announcement Service (FDL-DIRECTORS-L)?
(http://listserv.access.gpo.gov/archives/fdl-directors-l.html)
OYES
O NO, Did not know about it
NO, Know about, but not how to use it
NO, Not useful the subject matter or service is not something that is needed in my
day-to-day library work.
NO, Not useful it may be a useful service, but I found it too difficult to use, time
consuming, or too confusing to use.
NO, Not useful other. Specify:
TRAINING
Please indicate your level of interest in GPO provided or facilitated training in the following areas:
61a. Disaster planning
▼
61b. Depository operations (processing shipments, collection development strategies and tools, etc.)
▼
61c. Marketing/promotion
61c1. Depository Anniversary Celebrations

61c2. Library of the Year
61c3. Marketing your depository library at the local level
61d. GPO Access
61e. Ben's Guide
61f. FDLP Desktop
61g. OPAC (Online Public Access Catalog - Franklin)
61h. How to conduct user surveys
61i. Grant opportunities/how to apply for grants
61j. GPO Online Help
61k. STAT-USA/USA Trade Online
611. Census materials
61m. Geographic Information System (GIS)
61n. Other None Specify:
DIGITALIZATION PROJECTS
62. Is your library currently involved in document digitization projects? ○ Yes ○ No
62a. If yes, what titles or which agencies' publications are you digitizing?
62b. Are you using digitization specifications for: © Preservation level

C Access level Both
Definitions: 1. preservation level: Creation of preservation copies, which are copies that maintain all the characteristics of the original publication, from which true copies may be made. An example of a file format used for preservation masters is a TIFF file. 2. access level: Creation of access (or service) copies, which are digital publications whose characteristics are designed for ease or speed of access rather than preservation. An example of a file format for access copies is a screen-optimized PDF file.
62c. Do you offer unrestricted free use of your digitized collection to the general public? ○ Yes ○ No
62d. Are your digitized collections catalogued? ○ Yes ○ No
62e. If YES to 62d above, are these digitized collections catalog records available in a bibliographic utility? (indicate all that apply) ☐ YES, in OCLC ☐ YES, in RLIN ☐ YES, other (specify): ☐ NO ☐ Not applicable
63a. Does your depository participate in virtual reference services? ○ Yes ○ No
63b. Would you be interested in participating in a virtual reference service if it was administered by or through GPO? ○ Yes ○ No
64a1. What is the level of interest for your library for Spanish language FDLP materials?
64b1. What is the level of interest for your library for FDLP materials in other languages?
64b2. Please specify what languages you have an interest in. Amharic Arabic Armenian Bengali Bulgarian Cambodian Catalan

Czech Dutch Frigish French German Greek Hindi Hungarian Bloko Italian Japanese Korean Laotian Magahi Newari Persian Polish Portugese Romanian Russian Scrbian Slovak 64b3. Other language(s), specify: 65. My library systematically downloads, stores online publications identified from GPO Access or through GPO-created PURLs, and makes them accessible to the general public from local servers. This past year my library downloaded the following number of digital publication files (this does not include shipping lists, Web pages, or databases): 0 1-25 26-100 101-500 501-1000 1001-5000 more than 5000 66. My library is willing to receive Federal digital publication files on deposit from GPO, store them, and make them accessible to the general public from local servers. My library is willing to receive federal digital publication files on deposit from GPO, store them, and make them accessible to the general public from local servers. My library is willing to receive federal digital publication files on deposit from GPO, store them, and make them accessible to the general public from local servers. My library is willing to receive federal digital publication files on deposit from GPO, store them, and make them accessible to the general public from local servers. My library is willing to receive federal digital publication files per year (this does not include shipping lists, Web pages, or databases): 0 1-25 26-100 101-500 101-500 101-5000	□ Chi	nese
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REVIEW AND APPROVAL

67. Dec	claration of review and approval.
su	I herby certify that the library director or approving official has reviewed and approved this abmission of the 2005 Biennial Survey for my library. In addition, a copy of this Survey abmission will be e-mailed to the library director or approving official.
68a. N	ame of approving official
68b. Ti	itle of approving official
68c. E-	-mail address of approving official
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